IT Fact Sheet

Summary Description:

The IT Fact Sheet is a form in the IT Investment Tracking Database (ITDB) that a Project Owner/Manager must complete to obtain funding for an IT investment/project. The IT Fact Sheet contains basic information about the project (e.g., project description, prevailing business need, projected cost for the current fiscal year and at least two successive fiscal years, anticipated benefits, major milestones and timeline, potential technical strategies, performance measures, potential risk, and a spending plan). The Project Owner/Manager maintains the IT Fact Sheet throughout the year to ensure that the information regarding the IT investment/project is current. The cost sections of the IT Fact Sheet are updated annually to provide information to the CMS Information Technology Investment Review Board (ITIRB) when preparing the Operation Plan for the next fiscal year.

Status:

Mandatory - All IT investments that require funding must have an IT Fact Sheet maintained in the IT Investment Tracking Database.

Timeframe:

The IT Fact Sheet is initially completed for an IT investment/project at the very beginning of the Business Case Analysis Phase, but is continually maintained by the Project Owner/Manager throughout the life of the IT investment/project.

Responsible Reviewing Component:

OIS/PMSG is the CMS component that has the primary decision authority over the need for an IT Fact Sheet, requirements for its creation, and acceptance of the end product in meeting the information needs.

Primary Information Exchange Partners:

The following are the primary stakeholders who have an interest in the content of the IT Fact Sheet:

CMS Information Technology Investment Review Board (ITIRB)
Executive Steering Committee (ESC)
OIS/ISMG

Government Responsibilities:

The Project Owner/Manager is responsible for providing all of the information that is required in the IT Fact Sheet to justify CMS' investment in their IT project. The Project Owner/Manager is also responsible for budgeting for the IT project's full lifecycle (e.g., costs associated with database and/or data administration support, operations & maintenance support, etc.). Even IT projects that are not seeking funding for outside contractor development support or the purchase of hardware and/or software may have inherent human

resource, infrastructure, operations and maintenance costs that must be considered for the life of the IT project. A Full Cost Budget Worksheet is available to assist the Project Owner/Manager in preparing full-cost estimates for the IT project in order to help ensure adequate funding throughout the life of the IT investment. The Full Cost Budget Worksheet is a single-page Microsoft Excel-based spreadsheet with accompanying instructions that the Project Owner/Manager can use to help build a complete and accurate budget for the IT project. Additionally this file is available in PDF format.

Contractor Responsibilities:

Not Applicable

Content:

For information regarding the content of the IT Fact Sheet, see IT Fact Sheet Content.

For information regarding the content of the Full Cost Budget Worksheet and instructions for its completion, see Full Cost Budget Worksheet (Excel) or (PDF).

Guidance:

If you are beginning a new IT project or seeking funding for a proposed IT investment, please contact your designated Component Lead, who will put you in touch with a representative from OIS/PMSG to assist you in completing the IT Fact Sheet and/or obtaining access authorization to the IT Investment Tracking Database, as well as with assistance in completing the Full Cost Budget Worksheet (Excel) or (PDF).

Review Process:

The information contained in the IT Fact Sheet is utilized by the OIS/ISMG, Executive Steering Committee (ESC), CMS Information Technology Investment Review Board (ITIRB) for the purpose of ensuring that business drivers guide CMS' IT investments and to ensure that there is adequate information and justification to support the advice and recommendations that the CMS ITIRB makes regarding expenditures of appropriated CMS IT investment funds.

Date Created/Modified:

March 2002/December 2004

IT Fact Sheet

*Note: The order and availability of the following fields in the IT Investment Tracking Database may vary depending on whether you are entering information about a project for the **first time** or editing **existing** information. Fields identified with an asterisk(*) are critical elements that must be completed.*

Project Title

Enter the name of the IT investment or project.

Project Owner*

Choose the name of primary project owner who is responsible for the day-to-day activities of the project from the drop-down menu.

Project Description*

Describe the scope and nature of the IT investment/project. Identify the business problem (administrative, programmatic, or technical problem) that the project will address. Discuss the gap in the current environment and then describe how the project will bridge this gap. Discuss the benefit that will be derived from this investment (e.g., how this investment will improve service to beneficiaries or result in programmatic, technological, or administrative savings). Describe efficiencies or economies of scale.

Project Sponsor

State the Center or Office that is the primary sponsor or advocate for the project.

Lead Component*

State the Center or Office responsible for implementing or managing the project (project lead). Often this is the same as the sponsor, but may not be in all cases (e.g., Center for Medicare Management (CMM) may sponsor a project that is being implemented by Office of Information Services (OIS)).

Sub-Component*

Identify the Group (or the level below the lead component) of the Lead Component identified in the prior field.

Customers

List all of the organizations, components, partners, or groups served by the effort. Include internal and external entities.

Customer Need

From the perspective of the customers identified in the previous field, state the specific deficiency or need and the resulting profit or advancement that will be gained when the project is completed.

Authority/Mandate*

State the legal or regulatory authority that entitles or mandates the Agency to perform the project. There may not be a legislative mandate for a project in all cases.

Type of Investment*

Check all of the categories that apply to your IT investment/project:
- Major Project (meets one or more of the following criteria):
    o An IT investment or project with total life cycle costs of $10 million or greater over a five-year period (development/modernization/enhancement (DME), steady state (operational), or mixed);
    o A project with an annual cost of over $2.5 million;
    o A financial management system with an annual cost greater than $500,000;
    o A system or IT investment that requires special management attention because of its importance to CMS' mission (e.g., one that will steer CMS into a future direction, will change the way CMS performs a business function, or that has significant program or policy implications);
    o A project that is of high visibility to important stakeholders (e.g., Congress, Office of Management & Budget (OMB), Department of Health and Human Services, CMS Administrator);
    o An investment that was a major investment in the FY2005 budget submission and is continuing;
    o A project using e-business technologies or related to E-Gov initiatives, regardless of cost;
    o A project that is directly tied to the top two layers of the Federal Enterprise Architecture (Services to Citizens and Mode of Delivery); or
    o A project that is an integral part of CMS' modernization blueprint (Enterprise Architecture).
- Non-major Project (not meeting the criteria for major projects)
- Baseline
- New
- Continuation
- System Software Development Project
- Operational or Maintenance
- Other

Agency Strategic / Performance Plan Goal*

Name the strategic / annual performance plan goal that this project supports. If the investment supports multiple goals, list the primary goal it supports.

Impact of Not Funding*

If this is a new investment, state the impact of not funding the investment (i.e., what opportunity will be lost, what mandated change will not be made).

If this is a continuation of a prior year's investment, state what customer or system will be negatively impacted if the project is ceased or the funding level is reduced. Also, if the funding request for future fiscal years is greater than the current year's approved budget, explain in detail why the additional funds are necessary and exactly what they will purchase. For example, if $100K is needed for hardware in the current year and $500K in the next, state what equipment is being purchased and describe the activity it will support.

Project Goal*

State briefly the overall intent of the project. In one paragraph, describe the end result that will be achieved after the project is fully implemented.

Technical Strategy

If developed, state the potential overall technical strategy (e.g. mid-tier or mainframe, COTS software or new system) for the project. If you are being assisted with the technical approaches or options, indicate the name, the telephone number, and the office/component of the individual that is helping you.

Investment Size

Provide any information you feel is necessary to explain your funding requirements. This includes a synopsis of how your cost estimates were derived, any dramatic increases or decreases from one year to the next, the use of more than one budget source, the use of "no year" funds (i.e., funds that are not tied to a particular fiscal year), or any unusual circumstances that would be important to know.

Project Budget Request*

Estimate the funding requirements by cost category and fiscal year in the table provided. The following Cost Items are examples of the types of services or items you might need; include only the items or services that are appropriate for your project and delete the examples if they do not apply to your project. Travel or Training funds, if required for your project, must be broken out separately. Remember to address each line item that increases from one fiscal year to the next in the Impact of Not Funding section.

Cost Item	Current Year	Current Year +1	Budget Year +2	Budget Year +3	Budget Year +4	Budget Year +5
Hardware						
Software						
Telecommunications						
Systems Development, Support, Maintenance						
Staffing						
Travel						
Training						
TOTAL						

Period of Performance*

State the total period of performance for the project. For single year investments (i.e., investments where the product will be acquired and implemented within a twelve month period) or where the only out-year costs are for ongoing maintenance activities (including hardware and software leases), complete the table contained in the investment size section.

Funding Source*

Identify the proposed budget source(s) of funding (i.e., Administrative, MMA, Medicare Contractor, QIO, MIP, HIPAA, BBA, Research, or Survey and Certification).

Contractor Support

If an **existing contract** will be used to support this project, provide the following information:

    Current Contractor Name:
    Contract Number:
    Type of Contract:
    Period of Performance:
    Contract Performance Rating:

If a **new contract** or task order award is required to support this project, identify the potential contract vehicles.

    Potential Contract Vehicle:
    Existing Blanket Purchasing Agreement (BPA):
    Indefinite Delivery/Indefinite Quantity (IDIQ):
    Sole Source:
    Competitive (Limited or Full and Open):

Other Pertinent Information

Provide any information that you feel is necessary to convey about the scope or nature of the project for initial project approval or for continuing funds. This may include important background information on new projects, or changes to the scope or intent on continuing projects.

Cost Benefit Analysis

State the anticipated benefit or outcome of the project in quantifiable terms (e.g., administrative savings or processing efficiencies). Provide a synopsis of the results of a Cost Benefit Analysis to support the investment. Describe the alternatives explored and why this particular path was chosen. Provide a formal Return on Investment on the recommended option. This analysis is key to persuading CMS to make the investment in the project.

Performance Measures

Explain how the progress of the investment, while being implemented, will be measured. State the final anticipated outcome or level of performance after implementation. For example, describe any basic system requirements or service level agreements that establish the baseline performance. State if the outcomes are quantifiable in administrative savings or program savings. Indicate if performance is linked to contract incentives or penalties.

Technical Plan

Technical Assumptions:
State all of the basic or underlying technical assumptions regarding the implementation of your project. Confirm or update the key software, hardware, telecommunication, and workload problems and solutions stated in the initial Technical Strategy. State the specific technical approaches and methodologies that will support your solution.

Systems Impact:
List the current data systems that will be impacted by this investment. State if the development of a new data system or database is required. Identify the areas where OIS technology experts were consulted to discuss impact and cost issues to the infrastructure and provide the names of the technical consultants.

Architecture Integration:
Confirm that the technical strategy complies with the existing enterprise architecture. Describe any aspects that are not compatible and what steps are being taken to correct the deviation. List dependencies with other systems and projects. Indicate the customized or commercial-off-the-shelf (COTS) software that can be used in the project. Describe the level of complexity if COTS software needs to be customized.

Project Plan*

For non-major projects, identify the major milestones to be met during the current fiscal year. Milestones are the discrete activities or points of success that will be used to track the progress of the project. An example of a milestone is the successful completion of a formal review, or the receipt or acceptance of a deliverable. In the table provided, state the principal activity or event and the anticipated start and end date associated with the event.

For major projects, state the anticipated start and end dates for each of the systems development lifecycle phases that are identified in the CMS Integrated IT Investment and System Lifecycle Framework. The Framework phases are: Business Case Analysis, Requirements Analysis, Design and Engineering, Development, Implementation & Testing, Operations & Maintenance, and Disposition. Provide dates for all phases; do not add any sub-activities or delete any phases.

Risk Assessment

Provide a Risk Analysis that describes the factors or events that can jeopardize the success of the project. Describe any analysis of these dependencies and identify those events that pose the greatest risk to the success of the project. Describe the availability of specific resources (technology, staff, training, etc.) or the approval of other investments (IT or non-IT) that can impede progress or stop the project. Provide a Risk Mitigation Plan that addresses the way each risk will be dealt with if it occurs.

Additional Information*

Project Staffing Detail Information:
List the types of staff and the number of hours that they will devote to this project for this fiscal year. Include both government staff and contractor staff that work on the project.

Spending Plan:
List the individual procurement activities that will take place during the course of the fiscal year that will require the approval of funds or the negotiation of task orders or contracts. This may include the letting of a Request for Proposal (RFP), Request for Contract (RFC), or task orders; or the submission of HHS-393s, Supplemental Budget Requests (SBRs), or credit card purchases. OFM will use this information to plan their workload throughout the year and to ensure that money is available in the correct fiscal quarter to support your project.

The following is an example of what the Spending Plan looks like filled out. It lists all of the procurement actions for the fiscal year that will spend the allocated funds given to the project by the FMIB. Each line item includes what will be purchased, the exact amount of the purchase, the type of action (e.g., HHS-393, credit card form, inter-agency agreement), and a point of contact. Each action will be matched against the plan before it is processed by OIS/PMSG for approval. The Acquisition and Grants Group (AGG) in the Office of Acquisition and Grants Management (OAGM) also looks at the Spending Plan to know when to expect procurement actions to be processed.

Number	Title	Anticipated Completion Date	Actual Completion Date	
1	Option Year 2 Executed, $1,200,000; 393; GTL, Sam Smith	1/12/01	1/05/01	Delete/Edit
2	XYZ Software Maintenance, $50,000; 393; Renewal; FJones	4/1/01	4/12/01	Delete/Edit
3	Add Funds to Task #13 to complete work, $3994.56; 393; SSmith	4/28/01	4/28/01	Delete/Edit
4	SOW / 393 for support service for system enhancements, NTE $80,000; FJones	7/10/01	TBD	Delete/Edit
5	Hardware supplies; credit card, $2,000; LFlowers	7/10/01	TBD	Delete/Edit
6	Books on networking from Amazon.com; credit card, $120.36	8/30/01	TBD	Delete/Edit